

AGENCY TELECOMMUNICATIONS REPRESENTATIVE (ATR)
DESIGNATION FORM - INSTRUCTIONS

PURPOSE:

Use the ATR Designation Form to notify the Department of General Services, Telecommunications Division (DGS-TD), Office of Network Services (ONS), of any additions, changes or deletions to your agency's designated ATR.

BACKGROUND AND INFORMATION:

For State agencies, completion and updates to the ATR Designation form are required to be provided to maintain a current list of designated ATRs authorized to place orders and expend funds for telecommunications products and services. Local government agencies are encouraged to complete and update these forms as well, to help ensure timely receipt of pertinent information regarding the California Integrated Information Network, CALNET Master Contract, CNT-001.

The ATR Designation Form is used to initiate changes, additions, or deletions to the ATR list information on an ongoing basis. To help maintain the integrity of the ATR list, a **manager or supervisor is required to sign** the ATR Designation Form.

The ATR list is provided weekly to the CALNET Master Contract vendors so they can verify that STD.20 orders submitted for services are properly authorized before they are fulfilled. The ATR list is also used to disseminate guidelines and information relating to telecommunications matters via the ATR Bulletin process. Refer to the State Telecommunications Management Manual (STMM), Sections [0200.0](#) and [0201.0](#) for more information on ATR responsibilities. See STMM Section 0799.1 for the form and [instructions](#) to complete a [STD. 20](#).

HOW TO COMPLETE THE FORM:

1. Download the ATR Designation Form from our website. ([ATR Designation Form](#))
2. Fill out required fields on the form. **Please print clearly.**
You may fax or mail the completed form to the Telecommunications Division, with the attention to Dianne Fiori.

Fax: (916) 657-9511

Mail: Office of Network Services
601 Sequoia Pacific Boulevard
Sacramento, CA 95814

3. For assistance with the form, please call Dianne Fiori at (916) 657-9600.

The Division is working on improving the process of submitting the ATR designation form, with an ultimate goal to allow on-line submission of the form. We will update this site periodically in an effort to improve our service.